

Dear Student,

If you are eligible for HEERF II funds and have already gone into your self-serve account and declined or accepted the grant, but did not intend to make that selection, you may change your selection to accept or deny the grant so long as you submit your request do so on or before the deadline on May 21, 2021. These requests must be made in writing. Please follow the process outlined below if you need to change your selection.

Steps for Requesting a Change of Selection for HEERF II Grant:

- Email your local Financial Aid administrator with your full name, the date you accessed the account for your original selection and request to be given access to change your selection, either decline or accept.
- You will then receive an email letting you know when your access to make a new selection has been made available again.
- Access your self-serve account and follow the steps for making your selection.

Please note that the system also has an option that says “cancel”, this mean no action is taken. This is the same as closing the window without making a selection.

The deadline to accept or reject the grant has not changed, it is still May 21, 2021. All selections or requests for access to make changes must be made by this date. Additional deadlines may apply to any student making a request on or close to the deadline of May 21, 2021.

Steps for Making Your Selection in Self-Serve

You must make selections for each item listed on the self-serve. You may accept or deny the grant, but you are required to submit that you accept the acknowledgements, for all the other items below or your selection will not be deemed complete.

To make your selection, or correct your selection after requesting access, follow these steps:

1. Login to AU Self-Service
2. Locate and click User Options on the left-side menu
3. Locate and click on Required Agreements
- On the list, follow the instructions by clicking on View for each of the following items
 - CARES (HEERF2) Student Acceptance – 1
 - CARES (HEERF2) Student Acceptance – 2a
 - CARES (HEERF2) Student Acceptance – 2b
 - CARES (HEERF2) Student Acceptance – 2c
 - CARES (HEERF2) Student Acceptance – 2d

We suggest you print a copy of your Acceptance and Acknowledgement for your record by clicking the print button.

IMPORTANT NOTES

- A. If you do not complete **all** the selections your selection is deemed **incomplete** and you **will not** be provided the grant, even if you accepted the grant.
- B. If you **do not take action** by May 21, 2021, your selection will default to denying the grant.

- C. There is **no appeal process** if you do not accept the grant on or before May 21, 2021.
- D. If you do not request access to change your selection on or before May 21, 2021, your selection **cannot be changed**.
- E. There is **no appeal process** if you do not ask to make a correction to a selection you made on or before May 21, 2021.